Training Resources For Maryland Employees

Getting started with The HUB, Maryland's Learning Management System (LMS)

To access The HUB, you will need your Statewide Personnel System ID known as the **SPS Employee ID**. *Your SPS Employee ID is your unique State employment identifier and will soon replace the use of your social security number on all personnel related transactions.*

- If you already have an account set up on the Payroll Online Service Center (POSC) https://interactive.marylandtaxes.com/Extranet/cpb/POSC/Logon/Logon.aspx you can find your SPS Employee ID there. (See below)
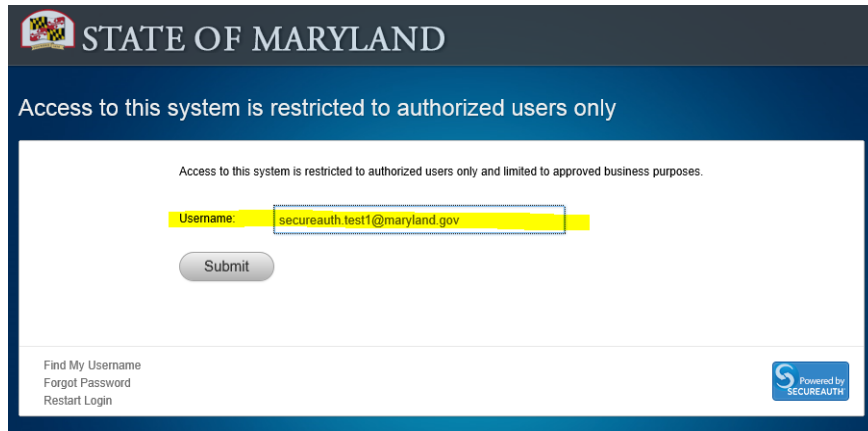
- **If you do not have an account at the POSC**, your division personnel liaison can provide you with your SPS Employee ID.

- If you have any difficulty accessing The Hub, contact the DoIT service desk:
  410-260-7778 or by email at Service.Desk@Maryland.gov

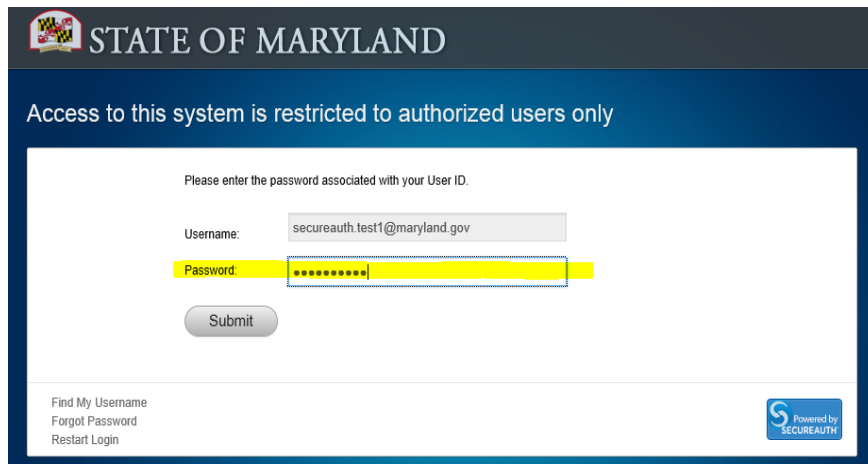**To access The HUB learning system:**

1. Navigate to the Single Sign On (SSO) portal which can be accessed at the following URL (to facilitate future access to the SSO portal **it is recommended that a browser favorite** be setup for this site) : https://connect.md.gov

2. Enter your Maryland State Gmail address (a.k.a. your Maryland.gov login ID) into the *Username* field as shown in figure 2 below:

Figure 1: SSO Portal Initial Logon Screen

3. On the following screen (shown in figure 3), input the same password utilized for authentication into your Google Apps account. Please note the following:
   a. The *Username* field will be pre-populated
   b. If authentication fails please reset your network password, wait 2-minutes, and re-attempt authentication

Figure 2: SSO Portal Secondary Password Input Screen

4. The next page displayed will be your user profile page (shown in figure 4 below). Please note the following:
    a. All fields highlighted in green and red are required fields and must be completed before proceeding to the next step (ex. Knowledge Based Questions, Employee ID)
    b. All fields not highlighted in green or red are optional and do not have to be completed before continuing
    c. Users may have to complete the *Employee ID (EmplID)* field with their SPS Employee ID. It may auto populate with the Employee ID, but if not, it must be filled in.

Figure 3: SSO User Profile Page

5. Once all of the required fields are completed, click the *Update* button at the bottom of the page

6. In the next screen (shown in figure 5 below) select the icon named *The HUB: Cornerstone Learning Management System* for access to the Learning Management System (LMS):
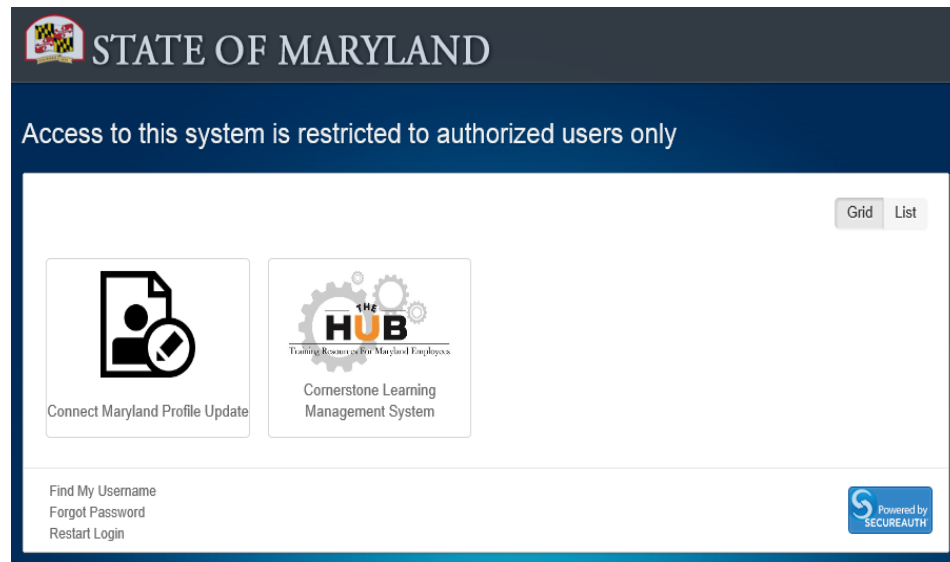

Figure 4: SSO Portal Applications Screen

7. On The HUB landing page, you will see this message (figure 6 below). Follow the instructions for adjusting the settings for your Pop-up Blocker based on using the **Chrome** browser. Once completed, you can check the box "do not show this message again."
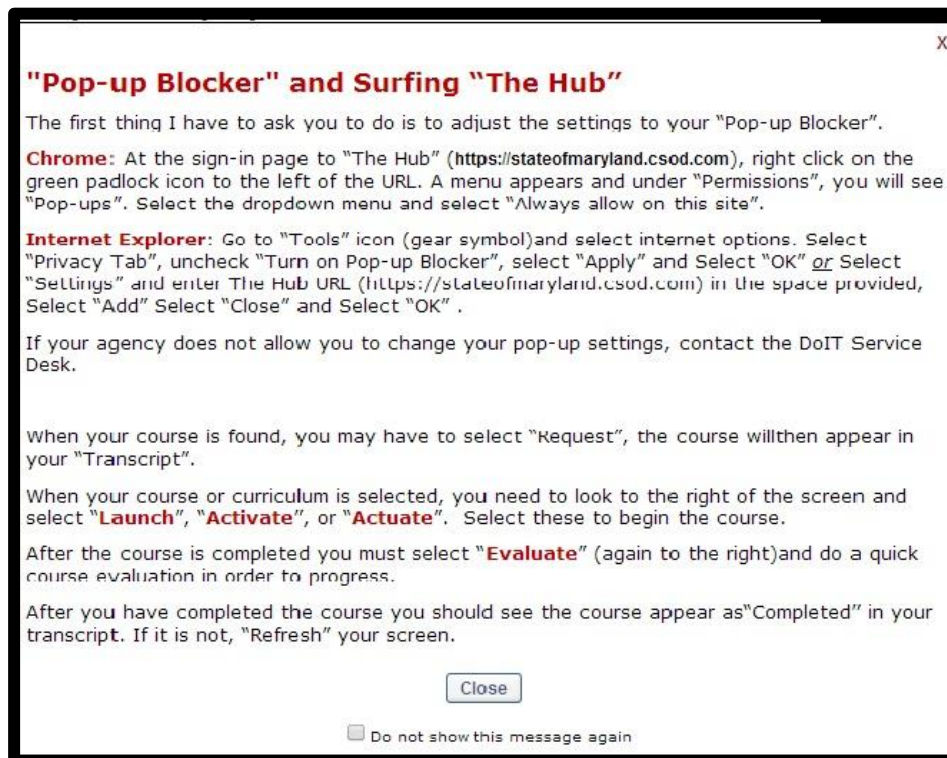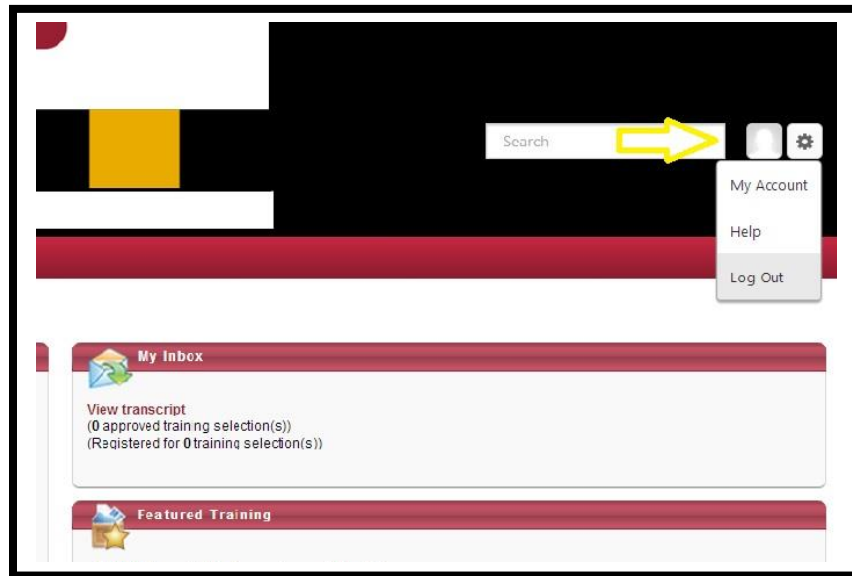

Figure 6: Pop-up Blocker Instructions

8. To Log out go to The HUB landing page (shown in figure 7 below) and click on the "gear" icon in the upper right corner. From the drop down list, select "Log Out."

If you have any difficulty accessing The Hub, contact the DoIT service desk:

410-260-7778 or via email at Service.Desk@Maryland.gov